



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:

7042

G-1

AUG 10 2012

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 6-12

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: UNIT COINS

Ref: (a) SECNAVINST 3590.4A
(b) MCO 7042.6C

1. Situation. Per the references, Commanding Generals of Marine Corps Installations East, West, and Pacific are authorized to purchase unit coins for presentation to unit personnel.

2. Mission. To establish policy regarding the purchase and presentation of unit coins by Regional Commanding Generals in order to ensure the timely recognition of significant accomplishments by unit personnel.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Regional Commanding Generals are authorized to present unit coins in recognition of unique accomplishments that contribute to unit effectiveness and efficiency or accomplishments that are above and beyond that expected of an individual or unit in the normal course of duty.

(a) Appropriated funds may be used to purchase unit coins if the coins are to be presented in recognition of individual achievements. However, coins used for mementos or personal gifts are not authorized to be purchased with appropriated funds.

(b) Regional Commanding Generals will ensure they carefully account for the number of coins presented to their personnel in order to ensure only enough coins required to meet the needs of the command are purchased each year.

Subj: UNIT COINS

(c) Coins must contain the name of the unit. If purchased with appropriated funds, the coins may not contain the name of the individual commander.

(d) Regional Commanding Generals may also authorize their subordinate commanders to use appropriated funds for the purchase of unit coins. However, approval for all coin purchases must be made in writing.

4. Administration and Logistics. Questions concerning this policy should be directed to the Adjutant, Marine Corps Installations Command.

5. Command and Signal. This policy is applicable to all military and civil service personnel assigned to Marine Corps Installations Command, and is effective the date signed.



J. A. KESSLER

DISTRIBUTION: A